

Meeting Minutes
Academic Senate Adjunct Committee
5 June 2018 12:30pm – 1:45 pm
HSS 261

I. **Call to order**

Meeting called to order at 12:30 pm

II. **Roll Call**

Present: Joelle Adams; Diane Arieff; Delland Bartlett; Marianne Borgardt; Mary Eshaghian; Tristan Johnson; Ed Mangus; Catherine Matheson; Rachel Young

Regrets/Excused: Michael Strathearn; Jacqueline Scott

III. **Public Comments - none**

IV. **Co-Chairs' Business – none**

V. **Approval of Previous Minutes**

Moved: Diane Arieff

Seconded: Rachel Young

Yay: 2

Nay: 0

Abstain: 5

VI. **Misc. business – CC Chancellor / our FA response:**

Catherine offered background on CA CC Chancellor Eloy Oakley's efforts to establish an online college, and how such course offerings and funding structures impact SMC enrollment, funding and staffing. She encouraged committee members to support our FA's letter /vote of no confidence in response to Oakley.

VII. **Progress on FALL FLEX DAY 'ADJUNCT 411' event planning**

A. VENUE/LOCATION: (Joelle, Ed) Joelle booked Business Rm. 111. Ed will book Rm. 107 and Rm. 133

B. CATERING TIMELINE: (Joelle) Will consult with Edna Chavarry in the PDC to coordinate our event's start time within the day's time line and report back to the committee.

C. SPEAKERS: (Joelle) All invitations have been issues. Some RSVPs received. Joelle will follow up with those who have not responded.

D. ADJUNCT 411 CONTENT FOLDERS: (Marianne, Tristan, Mary, Cathy)

1. Like last year's folders, these will have the event's adhesive label on the front and the relevant materials for adjuncts in the interior pockets.
2. Purchasing, compiling and assembling the event folders will be done by: Tristan Johnson; Mary Eshaghian; Cathy Matheson, and Marianne Borgardt. Marianne will lead the team and coordinate internal deadlines.
3. Joelle will provide 'folder team' the contact list so they can request and begin compiling content from relevant departments campus-wide.
4. ADHESIVE LABELS for folders
 - a. Diane will update last year's design
 - b. Joelle suggests that Tamika Phillips (HSS 261) may be able to assist with label printing
 - c. One update to label will be a line directing adjuncts online, where they will be able to find links to the departments represented in their Adjunct 411 folders: Direct links to the departments represented at the Adjunct 411 event can be found at:
www.smc.edu/ACG/AcademicSenate/AScommittees/Pages/Adjunct.aspx

E. MARKETING THE ADJUNCT 411 EVENT

1. FLYERS: (Diane and Marianne)
 - a. *What:* Half-page on heavy cardstock + PDF electronic version. Will contain some sample questions adjuncts may want answers for at the event.
 - b. *When:* Diane will complete the flyers by June 12. Marianne will take the completed PDF to the Media Center for printing and be in charge of distributing them.
 - c. *How Many:* Current estimate approx. 200 hard copies
 - d. *For whom:* Hard copies (and PDF) will be given to department chairs to disseminate to adjuncts and new faculty, to HR/Sherri Lee Lewis to give to new hires
 - e. Joelle will provide Diane with the wording of last year's note to chairs that will accompany the attached PDF of flyer.
2. EMAILS: (Cathy and Joelle)
 - a. Event planning will require an email to chairs, an email to adjuncts, and a one-day prior email that will contain parking logistics and other pertinent information.
3. DISTRIBUTION OF FLYERS - DAY OF: (Rachel)
 - a. Rachel will arrange for some flyers to be distributed near the sign-in table the day of the event by President's Circle student volunteers

4. EVENT SIGNAGE (Ed) 'Adjunct 411 Welcome'
5. ONLINE LINKS (...TBD)

A member of our committee will create a clickable page on our Adjunct Committee site that will list links to all the departments represented at the event and in the folders.

VIII. **Mentoring Update**

Reduce the scope of original initiative to a brief 1-2 page summary of adjunct mentoring best practices for chairs, to be developed by Diane and Joelle

Moved: Joelle

Seconded: Diane

Yay: 7

Nay: 0

Abstain: 0

IX. **Budget**

A. ROLLOVER of (unspent) \$500 from this year's budget to next year.

Moved: Joelle

Seconded: Rachel

Yay: 7

Nay: 0

Abstain: 0

B. BRIEF RECAP OF OUR BIGGER BUDGET ITEMS:

1. Fall Flex Day Adjunct 411 event
2. Hosting speakers from California's State Academic Senate to promote adjunct leadership and involvement
3. Sending adjuncts to the Aug. 2018 leadership training conference in San Francisco. (Currently confirmed attending: Joelle, Tristan; Possibly attending; Rachel)

X. **Next Meeting Date TBD in August**

Via online Doodle Poll

XI. **Adjournment**

Moved: Ed moved to adjourn at 1:44 pm

Seconded: Joelle

Yay: 7

Nay: 0

Abstain: 0